



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 842.1

Job Title: **RIGHT-OF-WAY APPRAISER**

Pay Grade: 17

### **GENERAL SUMMARY:**

Establishes a fair market value estimate for real property prior to municipal acquisition or disposal.

### **RESPONSIBILITIES:**

- Conducts appraisals, estimates and feasibility studies on properties considered for purchase by the City.
- Examines and estimates a value for City-owned and surplus real estate for sale to private entities.
- Assesses City-owned space for lease to other agencies and private entities.
- Appraises condemned, abandoned and other buildings as requested.
- Reviews independent appraisal fee reports.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

An Associate's degree in Real Estate, Business Administration, or a related field is required.

#### **EXPERIENCE:**

One year of experience in real estate tax appraisal work, such as land acquisition, is required.

#### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

#### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

#### **SUPERVISION EXERCISED:**

##### **Direct Supervision:**

No direct report employees.

##### **Indirect Supervision:**

No indirect reports.

## **SPECIFICATIONS: (continued)**

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Assistant Real Estate Analyst  
Real Estate Analyst  
Senior Real Estate Analyst  
Assistant Real Estate Manager  
Real Estate Manager

Right-of-Way Appraiser  
Senior Right-of-Way Appraiser

*Effective: October 1990*

*Revised: January 26, 2008*